



DLA ADMINISTRATIVE SUPPORT CENTER

POSITION: Quality Assurance Specialist (Automotive)
GS-1910-11

ANNOUNCEMENT NO. DCMDI-22-CS

LOCATION: Defense Contract Management District
International (DCMDI)
Duty Station: Kuwait

OPENING DATE: NOVEMBER 27, 1996

CLOSING DATE: OPEN CONTINUOUS

AREA OF CONSIDERATION: Competitive Service Career and Career Conditional Employees of the Department of Defense.

APPOINTMENT CRITERIA: Current tour lengths in Kuwait are being limited to one year on an unaccompanied basis. However; this situation may change at any time, and if so, dependents would be allowed to join employees in Kuwait at the time of such change. Until then employees would receive separate maintenance allowance (SMA) for their dependents who remain in the United States.

DUTIES: The incumbent serves as a Quality Assurance Specialist for DCMAO responsible for developing, coordinating, implementing, managing, and providing recommendations on the Quality Assurance Programs. Major duties include: using judgement in analyzing and interpreting contractual material; providing advice and assistance to contractors; reviewing and validating the planning, development, scheduling, and evaluation of performance data; and attending meetings and preparing reports.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the GS-9 level which demonstrated a practical knowledge in monitoring, controlling, or maintaining the quality of products or services in quality assurance, procurement, inspection, production, or related areas. Examples include: (1) reviewing production activities and capabilities in light of contract quality requirements; (2) reviewing written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans; (3) analyzing quality data to detect unsatisfactory trends or weaknesses in the quality/inspection system; (4) verifying by test or inspection, using sampling inspection or intensive product inspection techniques, that products comply with requirements prior to acceptance; (5) identifying inadequacies and requesting corrective action; (6) computing data, summarizing results, and preparing reports or charts depicting pertinent relationships using statistical methods; (7) investigating customer complaints and deficiency reports, and providing identification of causes to appropriate authorities; (8) reading, interpreting, and applying technical data such as blueprints, engineering drawings, product specifications, or technical manuals; and (9) reviewing and evaluating supply systems operations and procedures through periodic audits and surveillance inspections. Applicants must have served one year in grade GS-9 to meet OPM time-in-grade requirements.

EVALUATION METHODS:

1. Quality of Experience
2. Performance Appraisal
3. Education, Training and Self-Development
4. Awards

MAXIMUM POINT VALUE

65
15
15
<u>5</u>
100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

EMPLOYMENT CONSIDERATION: Applicants will be referred to selecting officials as openings occur. Eligibility is good for 6 months. After that time, applicants who still wish to be considered for employment opportunities may request that their eligibility be extended for another 6 months.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated noncritical sensitive as defined in DoD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. Applications will be accepted from VRA eligibles and disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
5. Time in grade and qualification requirements must be met by the closing date of this announcement.
6. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
7. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
8. Acquisition workforce position category H.

HOW TO APPLY: Applicants may choose any of the following written application formats:

(1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.

(2) SF 171, Application for Federal Employment.

(3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. **APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.**
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.** Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

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WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call (703) 767-7118 or DSN 427-7118. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAPS.

***** IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA, THE MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER SCHEDULE A AUTHORITY 213.3106. (b) (6).**

Merit Promotion Questionnaire

Position: Quality Assurance Specialist (Automotive), GS-1910-11

Location: Kuwait

JOA# DCMDI-22-CS

Applicant Name: _____
SSN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Economics, Finance, Marketing, System Management

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major (0)
16 Semester/24 Quarter Hours	____ Any Major (2)
1 Academic Year	____ Any Major (3)
2 Academic Years	____ Related Major (8) ____ Other Major (5) ____ Any Major (0)
3 Academic Years	____ Related Major (10) ____ Other Major (6) ____ Any Major (0)
Bachelor's Degree	____ Related Major (15) ____ Other Major (9) ____ Any Major (0)
1 Graduate Academic Year	____ Related Major (15) ____ Other Major (10) ____ Any Major (0)
Master's Degree or Higher	____ Related Major (15) ____ Other Major (12) ____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

____ Value Engineering ____ Meritorious or Superior Civilian Service
____ EEO Award ____ Commendable Service Certificate
____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are:
GS-1101, GS-1102, GS-1103, GS-1150, GS-1910

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;">Quality Assurance Specialist (Automotive), GS-1910-11</p> <p>Up to 65 points are awarded for experience. Circle the letters of the responses that describe your work experience. More than one response may apply to each question. The numbers in brackets indicate the point value for each question and each response.</p> <ol style="list-style-type: none"> 1. In which of the following commodities are you certified? [MAX 5 POINTS] <ol style="list-style-type: none"> A. Automotive (3) B. Mechanical (1) C. Electronics (1) D. None of the Above (0) 2. In which of the following areas do you have at least one year of hands-on experience? [MAX 4 POINTS] <ol style="list-style-type: none"> A. Administered contractor logistic support contract (2) B. Administered service contracts (1) C. Administered training contracts (1) D. None of the above (0) 3. In which of the following areas do you have experience in implementing PROCAS? [MAX 4 POINTS] <ol style="list-style-type: none"> A. Non-resident facilities (2) B. Resident facilities (1) C. Depot facilities (1) D. None of the above (0) 4. Of the following tasks, which have you actually accomplished? [MAX 7 POINTS] <ol style="list-style-type: none"> A. Completed contract review documents (1) B. Initiation of contract deficiency forms (1) C. Developed a quality plan (1) D. Developed process flow charts (1) E. Performed process proofing actions (1) F. Developed data bases and performed data analysis (1) G. Developed process models and performed risk assessments (1) 5. Have you ever teamed with the contractor to correct deficiencies in their processes and identified process improvements? [MAX 2 POINTS] <ol style="list-style-type: none"> a. Yes (2) b. No (0) 6. In which of the following areas have you had experience? [MAX 8 POINTS] <ol style="list-style-type: none"> A. Independently developed and implemented a PROCAS program (3) B. Working on a team to develop new internal/external quality assurance process (2) C. Performing work which has involved analyzing and implementing improvements in the PROCAS programs (2) D. Leading teams in developing and implementing PROCAS programs (1) 	

Ranking Questions	Where on Application
<p style="text-align: center;">Quality Assurance Specialist (Automotive), GS-1910-11</p> <p>7. Which of the following have you prepared? [MAX 6 POINTS]</p> <ul style="list-style-type: none"> A. Briefing charts (2) B. Writing summary reports of product audits (2) C. Written corrective action/process improvement reports (1) D. Management Information System (MIS) reports (1) <p>8. Have you managed any of the following quality assurance programs? [MAX 6 POINTS]</p> <ul style="list-style-type: none"> A. Training (2) B. PQDR/ROD (2) C. Waivers/Deviations (1) D. Stamp Control (1) <p>9. Have you ever participated as a member on a cross-functional team? [MAX 4 POINTS]</p> <ul style="list-style-type: none"> A. Yes (4) B. No (0) <p>10. Which of the following describes your skill/experience in the application of technical knowledge with the following hardware? [MAX 14 POINTS]</p> <ul style="list-style-type: none"> A. M1A2 Abrams Tank (4) B. M2A2 Bradley Fighting Vehicle (3) C. M-88 (2) D. HMMWV (2) E. HEMTTs (2) F. Other vehicles (1) <p>11. Which of the following have you participated in? [MAX 5 POINTS]</p> <ul style="list-style-type: none"> A. Served as a facilitator (2) B. Served as a team member (2) C. Served as a team member on a review team (1) D. Never served as a team member or facilitator (0) 	

Certification

I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.

Signature:

Date:

OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA #DCMDI-22-CS

Overseas allowances and benefits information is provided for the following location:

Kuwait. PLEASE NOTE: Only items checked below apply.

☒ LENGTH OF TOUR: 1 years. (Possible extension of up to 5 years.)

☐ *Tax free living quarters allowance (LQA) of _____ to _____, based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

☒ Government quarters are provided at no charge to the employee.

☒ * 10 % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

☒ * 15 % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. **PD is taxable.**

☒ Concurrent transportation of dependents is authorized.

☒ Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

☒ Shipment of 4500 pounds of household goods (HHGs) to the overseas area is authorized. (NTS and HHGs shipment combined can not exceed 18,000 pounds.)

☒ One privately owned vehicle may may not be shipped at government expense.

☒ Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

☒ Home leave is accrued at the rate of 15 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

☒ Return rights within DLA are mandatory.

☐ Return rights within DoD are mandatory.

☒ Real estate expenses **are not** authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

***SUBJECT TO CHANGE WITHOUT NOTICE.**

3/26/96